

OFFICE OF TRAFFIC SAFETY
DUTY STATEMENT

CLASSIFICATION TITLE Office Technician (Typing)	DISTRICT/DIVISION/OFFICE Office of Traffic Safety, Administration	
WORKING TITLE Office Technician (Typing)	POSITION NUMBER 703-008-1139-002	EFFECTIVE

As a valued member of the Office of Traffic Safety team, you make it possible for the Office to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general supervision of the Assistant Director of Administration for the Office of Traffic Safety (OTS), the Office Technician position requires the ability to communicate effectively (written and oral) and requires interaction with persons outside the general work setting. Incumbent must possess good organizational skills; be tactful and dependable; possess the ability to exercise good judgment, and handle sensitive matters. This position has a mandatory work schedule of 8:00 a.m.-5:00 p.m. Monday through Friday.

TYPICAL DUTIES:

The above responsibilities include, but are not limited to:

- 45%** Maintains file room. Assists office staff in retrieving and filing grant folders, assigns new titles; sets up, organizes and maintains all files alphabetically and numerically for the office, including the file reference guide.
- 15%** Maintains the OTS Property Register and property records for equipment purchased with traffic safety funds by State and local grant recipients, including notification of grant recipients when equipment information is due.
- 15%** Types a variety of general correspondence, which includes letters, forms, accounting documents, and reports. Processes grant applications for new/revised/continued grant agreements.
- 10%** Assists with providing phone coverage and transferring calls to appropriate individuals. Determines the nature, urgency, and priority of phone and walk-in situations and performs accordingly.
- 5%** Operates and maintains office machines, processes copy assignments and submits the monthly reading of the copy machine. Assists procurement staff with stocking office supplies.

5% Maintains confidential personnel files and assists staff using Staff Central. Tracks scheduled reports and updates the OTS Report Log when reports are submitted to external stakeholders.

5% Various other duties as assigned.

SUPERVISION EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The following knowledge and abilities are essential for this position: knowledge of modern office methods, supplies and equipment; business English and correspondence; principles of effective training. Critical skills and abilities include the following: ability to type at a speed of not less than 40 words per minute for ordinary manuscript or printed or typewritten material; ability to spell correctly; use proper English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action, read and write English at a level required for successful job performance and maintain a good driving record.

Must have the ability to multi-task, adapt to changes in priorities, develop and maintain cooperative relationships, and complete tasks or projects with short notice.

Must be able to organize and prioritize large volumes of varied documents.

Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Incumbent must ensure that all mail, filing, and other materials are accurate and professional in appearance and that mailings are sent to correct recipients and filing is placed in the correct folders.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts with all levels of staff and management as well as the general public.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

Must be able to stand for a period of time and requires occasional bending, stooping and kneeling.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office, under artificial lighting. There could be distractions such as noise, others phone calls, and employee discussions.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Employee Signature Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print)

Supervisor Signature Date